

# The ***Viewer's*** Cheat Sheet For the ICN Classroom

Locate and turn on all power switches.

(There will be one or two switches under the podium in addition to the lights.)

**Please note:** Although ICN rooms, for the most part, have a uniform layout, there may be some variances in location of power switches. They may be under the podium (on the left or right side) or on the wall.



The touchscreens, monitors and other equipment will turn on with the power switch.

Touch screen and monitor



⚡ Wait for the session to start. Classrooms work best when turned on before a session starts. (If the session has already started and you haven't powered up your classroom, turn on the classroom and wait a few moments for images to come up before trying to interact.)

⚡ Sessions begin and end automatically based on the schedule.

⚡ In order to show remote classrooms as outgoing video, press the "show remote" button on the touch screen.

If there is a problem, don't hesitate to call!

Most issues can be corrected quickly, if action is taken when the problem arises!

Use the ICN fiber phone located in the classroom and dial 242-3182!

If you use a land phone, you will need to dial (515) 242-3182  
or 1-800-572-3940 if outside the Des Moines area.



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